Dual Enrollment Procedures Guide
Technical College of the Lowcountry

2026-2027

The BCSD is committed to nondiscrimination and equal opportunity for all students who participate or seek to participate in its educational programs or activities. The BCSD shall not exclude, deny benefits to, or otherwise prohibit students from course offerings based on race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth or any related medical conditions, color, physical or mental disability, ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state or federal law.

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District Mission

The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.

Vision

We will work with families and our diverse community to ensure that students perform at an internationally competitive level in a learning environment that is safe, nurturing and engaging.

Core Beliefs

We believe:

- Every student can learn using his or her valuable and unique talents and skills.
- Learning takes place when the physical, emotional, social and intellectual well-being of all students is assured at every level and during every transition.
- High expectations of the school community positively impact student success.
- Early childhood learning experiences form the foundation of future school success.
- Students learn best when they are engaged and provided with opportunities for problem solving and active participation.
- All students are entitled to learning experiences so that they can become competent and confident in the skills and knowledge needed to become successful and productive citizens.
- Investment, involvement and connection of all members of the school community are essential to a student's success.
- Frequent informal and formal assessment aligned to clearly defined learning objectives will provide improved student achievement.
- The collection, analysis and use of data from a variety of sources are critical to making decisions.
- Students should be prepared to compete and contribute in a changing global and multilingual society.

Dual Enrollment Program Overview

What is Dual Enrollment?

Dual credit courses—whether they are taken at the school where the student is enrolled or at a postsecondary institution—are those courses for which the student has been granted permission by his or her home school to earn both high school units of credit and college credit. One quality point may be added to the CP weighting for dual credit courses that are applicable to baccalaureate degrees, associate degrees, or certificates offered by accredited institutions per established district articulation agreements (see SBE Regulation 43•234, Defined Program, Grades 9–12, and Regulation 43•259, Graduation Requirements).

- S.C. State Regulation requirements are as follows:
    1. A three-credit college course transfers as one high school Carnegie unit of credit.
    2. Students enrolled in BCSD Dual Enrollment courses may take only courses that are applicable to baccalaureate degrees, associate degrees or certificates offered by accredited institutions. (Appendix M – South Carolina Commission on Higher Education Dual Enrollment Transferable Courses among and between Public Colleges and Universities in SC)
- Tuition costs and any other fees are the responsibility of the student/parent if BCSD Dual Enrollment tuition requirements/criteria are not met.

- Beaufort County School District has established a cooperative agreement with the following institutions: Technical College of the Lowcountry (TCL) and University South Carolina Beaufort (USCB). For purposes of this BCSD reference guide, TCL information is covered separately.

Why choose a Dual Enrollment (DE) Program option?

- The purpose of DE courses is to allow high school students who are capable of college level work to earn simultaneously both high school credit toward graduation from high school and academic course credit toward either an associate, baccalaureate degree, or certificate in an institution of higher education.
- Students who receive college credit while still in high school have a higher likelihood of graduating from high school, are more likely to continue their education after high school \and have more success during their first official year of college.
- *Dual enrollment programs can significantly reduce the time and cost required to pursue post-secondary education, because students enroll early in courses that will be directly applied to their college transcripts.*

Technical College of the Lowcountry (TCL)

Student Eligibility and Requirements

Students may enroll in college courses and earn units of credit toward their high school diplomas through cooperative Dual Enrollment agreements with the Technical College of the Lowcountry (TCL). These agreements provide that three-semester hour college courses transfer as one unit of credit.

Successful completion of prerequisite courses will be required for specified certified programs. Students may only enroll in CTE courses that are applicable to baccalaureate degrees, associate degrees, or certification programs that lead to an industry credential offered by an appropriate regional accrediting agency recognized by the U.S. Department of Education.

COLLEGE TRANSFER (ALL HIGH SCHOOLS)

To be eligible to enroll in TCL's academic, college transfer, dual enrollment/credit courses, students must meet all criteria listed below:

1. Maintain a minimum 3.0 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript in compliance with S.C. Commission of Higher Education transfer requirements into academic programs.

2. Complete an online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.

3. **Meet additional eligibility based on multiple measures:**

   - **English 1** must be completed with a B average or higher.
     Students currently taking English 1 must provide a grade report reflecting a grade of B or above.
   - **Algebra 2** must be completed with a B average or higher. *(NOTE: ALG2 only required for mathematics or physical science courses)*

4. Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry. (*NOTE: Per district guidelines, BCSD freshmen students must meet the 90 percentile PSAT requirement to participate).*

5. Be recommended by the school counselor and approved by the high school principal.

6. Selection of dual enrollment courses must be aligned to the student's Individual Graduation Plan (IGP).

7. Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

CAREER & TECHNICAL CERTIFICATES (ALL HIGH SCHOOLS)

To be eligible to enroll in TCL's Career & Technical Education (CTE) related Certificate Dual Enrollment Programs:

1. Students admitted to TCL's technical certificate program are encouraged to be enrolled in one or more BCSD high school Career & Technical related pathways if available at their feeder high school.

2. An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.

3. Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry. (*NOTE: Per district guidelines, BCSD freshmen students must meet the 90 percentile PSAT requirement to participate).*

4. Be recommended by the school counselor and approved by the high school principal.

5. Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

6. Students shall hold a minimum GPA of 2.5 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript. If TCL technical certificate courses are also listed under college transfer courses, then students must satisfy additional multiple measures to meet pre-requisites.

Important considerations PRIOR to enrolling in Dual Enrollment

Who pays for Dual Enrollment courses and what is covered?
For students who enroll in the Dual Enrollment Program through TCL, funding is available through the SC Lottery Tuition Assistance Program and the Beaufort County School District and are funded upon successful completion of dual enrollment courses based on the guidelines below*:
*The following does not include students participating in specialized dual enrollment programs.

- A ***first-time*** Dual Enrollment student **(grades 9-12)** will be allowed to take two college courses in the fall OR spring semesters only.
- Students in **(grades 9-11)** can take two courses per semester in the fall OR spring only.
- Upon successfully completing a fall and/or spring semester with TCL, a **rising senior** may take only one course during TCL's summer sessions.
- Upon approval, students in (**grade 12)** can take a **minimum of two courses and maximum of four courses** for fall and/or spring semesters.
- If the student drops or withdraws from a class with only **one active class remaining, the student/parent is responsible for all tuition and fees for both courses (including textbooks) originally paid by the school district at the time of registration for both classes.**

- Unless extenuating circumstances exist as determined and approved by the school's principal, **if a student desires to retake any course, regardless of the grade, it will be at the student's expense.**
- Textbooks and related Course Fees will be paid for by BCSD (Approved by College Instructors).

When students take college courses in high school, they begin a college transcript, including a college Grade Point Average (GPA) and completion rate. For approved TCL courses, all dual enrollment grades are included on the college transcript (if approved) and factored in determining federal/state financial aid eligibility after high school graduation. Therefore, permission must be granted by the student's home high school prior to the student's taking the dual credit course to earn both a unit for high school credit and college credit.

IMPORTANT NOTE! Performance in dual enrollment courses can help or hinder a student's ability to receive financial aid (grants, scholarships, and loans) once they are a regular college student after high school graduation.

Dual enrollment credits are transferrable to South Carolina's Public Higher Education Institutions at a 6.0 weighting. If the numeric grade is not possible, the UGP conversion rule for other grades will be applied. (Guidelines: South Carolina Uniform Grading Policy).

- Dual enrollment courses must have a correlating high school course code approved through the South Carolina Department of Education and denoted in the SC Activity Coding Manual.

- **If a student takes a college course on their own time and at their own expense, the college courses *will not* be transcribed on the high school transcript.**

- If a student does not follow BSCD procedures, the student will be responsible for costs of the tuition, fees and books.

- **Students who wish to participate in dual enrollment are required to follow the BCSD academic calendar AND the calendar/syllabus of the college.**

Eligible students who wish to participate must follow these steps:

1. Discuss with parent or guardian and meet with a high school counselor to see if dual enrollment course(s) will benefit the students' long-range academic plans through the Individual Graduation Plan (IGP) process.
2. Meet eligibility requirements for the course(s) in which they wish to enroll.
3. After meeting ALL qualifications, the student must complete the BCSD Dual Enrollment Pre-Registration Student and Parent Agreement. The school counselor will review, sign and request principal review and approval.
4. Once meeting all the pre-requisites for the BCSD Dual Enrollment program, the student will complete the Online Application under the supervision of the school counselor. ***(***Appendix B***:*** *Dual Enrollment Agreement- FAFSA-Waiver Form) and* ***(***Appendix C*: FERPA* form for Dual Enrollment)
5. Students are not authorized to register for courses without the guidance of the school counselors and assistance of the college admission advisor.
6. If a student enrolls in a dual enrollment course, the student/parent will be responsible for transportation. Additionally, the student and parent must complete the Student Driver Parental Permission Form (Appendix D). A copy will be given to the student/parent and a copy will be placed in the student's record (A9). **The exception will be participating students enrolled in the TCL Tides Early College Programs.**

Approved delivery formats for the Dual Enrollment Program for Beaufort County School District's students:

1. **Face-to-Face** on the High School Campus

2. **Face-to-Face** on TCL Campuses

3. **On-line/Distance Learning** with TCL

What are the requirements and procedures for a BCSD student to Drop or Withdraw from a dual enrollment class?

- The student is **required** to meet with their high school counselor before dropping or withdrawing from a course. The school counselor will also contact the parent/guardian prior to any drop or withdrawal from any course. The school principal has the authority to withdraw a student from the Dual Enrollment program at any time based on poor academic performance, attendance and/or behavior.

- **Students who swap or drop a dual enrollment course must do so prior to the authorized date for each semester according to the Uniform Grading Policy.** A grade of W (not WP or WF), awarded to students that drop **prior to** the published mid-term date will be interpreted and recorded on the BCSD transcript as a WP. A grade of W will be awarded to students that drop

after the published mid-term date. The W will be interpreted and recorded on the BCSD transcript as a WF (50).

- The student/parent will be responsible for all fees for courses dropped after the swap/drop date. **If the student drops or withdraws from a class leaving only one active class, the student/ parent is responsible for all tuition and fees for both classes (including textbooks) originally paid by the school district at the time of registration.**

What are the consequences if a student's final grade is a "D" or "F"?

- If a student receives a final grade of D or F in a dual enrollment course, the student **will not be allowed to continue in the Dual Enrollment program for a minimum of one semester.** After one semester, the principal or designee will review the student's academic record, attendance, and discipline to determine eligibility for the student to re-enroll in the program.
- Upon receipt of the student's final grade report for the semester, the school counselor will review and notify the parents/guardian in writing that the student has been disenrolled from the program because of poor academic performance (final grade of D or F).
- The school counselor will notify the dual enrollment coordinator at the Technical College of the Lowcountry when a student has been disenrolled from the program.

Beaufort County School District Technical College of the Lowcountry

Career & Technical Education (CTE)

EARN TECHNICAL CAREERS CERTIFICATES!

CTE DUAL ENROLLMENT COLLEGE PROGRAMS 2026-2027

HIGH SCHOOL		TECHNICAL COLLEGE
Career & Technical Courses Industry Certifications Soft Skills Training Internships Youth On-the-Job Training Youth Apprenticeships Articulated Courses		Dual Enrollment Courses Industry Credentials Degree Seeking towards: Certificates 1-year diploma 2-year associates College Transfer Courses

The Beaufort County School District and the Technical College of the Lowcountry offer dual enrollment opportunities for high school students who desire training in one of the specialized technical career programs. Career & Technical Education (CTE) Careers Certificates can provide students with the opportunity to enter the workforce in fewer than two years. **This alignment between high school and the technical college career pathways also allows students opportunities to earn stackable credentials such as certificates, diplomas, and associate degrees.**

Dual Enrollment courses are college courses taken during high school for which a student receives both high school and college credit. Students must meet all college enrollment requirements and take only courses approved by the school district. There are two dual enrollment options (College Transfer) and (Technical Careers Certificates) for BCSD students. Based on eligibility, the Beaufort County School District can pay for tuition & books for approved courses. Additional scholarships may also be available for designated TCL technical related courses.

BCSD and TCL will require students to meet certain prerequisites before beginning a program of study. Students and parents should review the technical careers certificate options and **discuss with their school counselor and Career Development Facilitator** to determine which option best meets their needs. https://www.tcl.edu/ecco-college-credit/

Three convenient locations (BFT=921 Ribaut Road Beaufort, SC 29901); NR=(New River Campus 100 Community College Drive Bluffton, SC 29909); and TCL's Culinary Institute located in Bluffton's Buckwalter Place. https://www.tcl.edu/culinary-institute/

IN-PERSON AND ONLINE COURSES AVAILABLE

South Carolina High School Career Clusters (If you are interested in the following career clusters…)	TCL Programs of Study – Approved Certificates * (Then consider enrolling in one or more these certificate pathways…)
Architecture & Construction	• Building Construction Technician (21 credit hours) - Beaufort campus • Designing HVAC Systems (20 credit hours) - Beaufort campus • HVAC Fundamentals (23 credit hours) - Beaufort campus • Plumbing (22 credit hours) - Beaufort campus • Residential Electrician (21 credit hours) - Beaufort campus
Management & Entrepreneurship	• Entrepreneurship/Small Business (24 credit hours) - online/Zoom • Office Applications for Business & Industry (21 credit hours) - online/Zoom
Business Finance	• Accounting (21 credit hours) - online/Zoom
Health Sciences	• Medical Office Assistant (28 credit hours) - online/Zoom • Patient Care Technician Certificate (21 credit hours) – Beaufort campus
Hospitality & Tourism	• Baking & Pastry Arts (24 credit hours) - Culinary Institute • Restaurant Cook Skills (24 credit hours) - Culinary Institute • Hospitality & Tourism Management (24 credit hours) - Culinary Institute
Education	• Early Childhood Development (27 credit hours) - online/Zoom
Digital Technologies	• A+ Computer Servicing (19 credit hours) - online/Beaufort • Programming (21 credit hours) - online/Zoom/New River • Web Developer (21 credit hours) - online/Zoom • Cybersecurity Basics (24 credit hours) - online/Zoom
Public Safety	• Criminal Justice & Law (18 credit hours) - online/Zoom • Fire Science Technology (18 credit hours)

Subject to Change Based on TCL Course Availability. TCL offers additional certificates. Please check with your school counselor or Career Development Facilitator for a complete list of dual enrollment courses per certificate or visit TCL's website:
https://www.tcl.edu/programs/

TCL TIDES EARLY COLLEGE
(New River Campus and Beaufort Mather Campus)

Beaufort County School District (BCSD) and Technical College of the Lowcountry (TCL) have expanded an expanded academic partnership to increase learning opportunities for students within Beaufort County School District.

This dual enrollment partnership will enable qualified BCSD rising ninth grade students to enroll in a full-time dual enrollment cohort at TCL's New River Campus or Beaufort Mather Campus. Each cohort will consist of a minimum of 20 students who will experience college-level degree seeking courses as high school students, taught by TCL instructors.
Student eligibility is based on the following:

- Enrolled in BCSD
- Must be a legal U.S. citizen or legal resident
- Must have a 3.0 GPA (on a 4.0 unweighted scale)
- Additional criteria as determined by TCL Admissions and BCSD

Qualifying students attending Bluffton, Hilton Head Island, and May River high schools will be eligible for the cohort housed on TCL's New River Campus and will have the opportunity to participate in extra-curricular activities and athletics at their home high school.

Qualifying students attending Battery Creek, Beaufort High and Whale Branch Early College High School (WBECHS) will be eligible for the cohort affiliated with TCL's Beaufort Mather Campus and will have the opportunity to participate in extra-curricular activities and athletics at their home high school.

These new dual enrollment cohorts will be identified as the ***BCSD Tides*** to reflect the deepened partnership between BCSD and TCL in providing cohort students with additional academic, workforce and economic opportunities. Recognizing the need of early high school student engagement through rigorous face-to-face instruction that meets the South Carolina requirements for a high school diploma, cohort students will be afforded avenues to college certification programs and degrees.

The first cohorts of ninth-grade students will choose an associate degree Pathway and earn a second potential degree.

BCSD Tides freshmen will declare one of two University Transfer Pathways as their "MAJOR"

- *Associate of Arts: University Transfer Pathwa*y
- *Associate of Science: University Transfer Pathway*

As the ***BCSD Tides*** cohorts progress to junior and senior high school status, students can take advantage of additional options to earn an associate degree in one of the following "MINORS":

- Associate of Applied Science/Computer Technology-Programming
- Associate of Applied Science/Computer Technology-Networking
- Associate of Applied Science/Cybersecurity
- Associate of Applied Science/Business Administration
- Associate of Science/Allied Health Science - Medical Assisting
- Associate of Science/ Allied Health Science – Entrepreneurship/Small Business Certificate

BCSD Tides' extended dual enrollment model is the cumulative result of both learning institutions' commitment to elevating student learning experiences through transformative technology and exceptional teaching. A major provider of post-secondary education and workforce training for our region, TCL's state-of-the-art technology, business, and health studies programming is aligned with BCSD's commitment to provide graduates with post-secondary opportunities. For more information, please contact:

Taylor Welborn
TCL Director of Recruitment & Admissions
843-525-8336
dualenrollment@tcl.edu

South Carolina Commission on Higher Education
Approved Dual Enrollment Course List Revised 1-11-17
Statewide Articulation Agreement: 86 Courses that Transfer Among and Between the Public Colleges and Universities in South Carolina https://www.sctrac.org/
The courses below are approved for Beaufort County School District's Dual Enrollment offered at TCL. For additional courses not listed, see your school counselor.

Universally Transferable Course	Credit Hours	Universally Transferable Course	Credit Hours
ACC 101 - Accounting Principles I	3	HIS 102 - Western Civilization Post 1689	3
ACC 102 - Accounting Principles II	3	HIS 201 - Am. History Discovery to 1877	3
ANT 101 - General Anthropology	3	HIS 202 - Am. History 1877 to Pres.	3
ART 101 - History and Appreciation of	3	MAT 110 - College Algebra	3
ART 105 - Film as Art	3	MAT 111 - College Trigonometry	3
AST 101 - Solar System Astronomy	4	MAT 120 - Probability and Statistics	3
AST 102 - Stellar Astronomy	4	MAT 122 - Finite College Mathematics	3
BIO 101 - Biological Science I	4	MAT 130 - Elementary Calculus	3
BIO 102 - Biological Science II	4	MAT 140 - Analytical Geo. and Calc. I	4
BIO 210 - Anatomy and Physiology I	4	MAT 141 - Analytical Geo. and Calc. II	4
BIO 211 - Anatomy and Physiology II	4	MAT 240 - Analytical Geo. and Calc. III	4
BIO 225 - Microbiology	4	MAT 242 - Differential Equations	4
CHM 110 - College Chemistry I	4	MUS 105 - Music Appreciation	3
CHM 111 - College Chemistry II	4	PHI 101 - Introduction to Philosophy	3
CHM 112 - College Chemistry II	4	PHI 105 - Introduction to Logic	3
CHM 211 - Organic Chemistry I	4	PHI 106 - Logic II Inductive Reasoning	3
CHM 212 - Organic Chemistry II	4	PHI 110 - Ethics	3
ECO 210 - Macroeconomics	3	PHI 115 - Contemporary Moral Issues	3
ECO 211 - Microeconomics	3	PHY 201 - Physics I	4
ENG 101 - English Composition I	3	PHY 202 - Physics II	4
ENG 102 - English Composition II	3	PHY 221 - University Physics I	4
ENG 201 - American Literature I	3	PHY 222 - University Physics II	4
ENG 202 - American Literature II	3	PHY 223 - University Physics III	4
ENG 203 - American Literature Survey	3	PSC 201 - American Government	3
ENG 205 - English Literature I	3	PSC 215 - State and Local Government	3
ENG 206 - English Literature II	3	PSY 201 - Introduction to Psychology	3
ENG 208 - World Literature I	3	PSY 203 - Human Growth & Development	3
ENG 209 - World Literature II	3	PSY 208 - Human Sexuality	3
ENG 214 - Fiction	3	PSY 212 - Abnormal Psychology	3
ENG 218 - Drama	3	SOC 101 - Introduction to Sociology	3
ENG 222 - Poetry	3	SOC 102 - Marriage and the Family	3
ENG 230 - Women in Literature	3	SOC 205 - Social Problems	3
ENG 236 - African American Lit	3	SOC 206 - Social Psychology	3

ENG 260 - Adv. Tech. Communication	3	SOC 210 - Juvenile Delinquency	3

FRE 101 - Elementary French I	4	SOC 220 - Sociology and the Family	3
FRE 102 - Elementary French II	4	SOC 235 - Thanatology	3
FRE 201 - Intermediate French I	3	SPA 101 - Elementary Spanish I	4
FRE 202 - Intermediate French II	3	SPA 102 - Elementary Spanish II	4
GEO 101 - Intro to Geography	3	SPA 201 - Intermediate Spanish I	3
GEO 102 - World Geography	3	SPA 202 - Intermediate Spanish II	3
GER 101 - Elementary German I	4	SPC 205 - Public Speaking	3
GER 102 - Elementary German II	4	SPC 210 - Oral Interp. of Literature	3
HIS 101 - Western Civilization to 1689	3	THE 101 - Introduction to Theatre	3

TECHNICAL COLLEGE OF THE LOWCOUNTRY

Appendix A: Admissions Checklist & Form Links for Dual Enrollment Program

1. Apply to TCL here. https://www.tcl.edu/admissions/apply/
2. Review TCL's eligibility requirements here, then connect with your High School Counselor to confirm that you meet your high school's Dual Enrollment eligibility requirements.
3. Send a copy of your high school transcript to dualenrollment@tcl.edu for evaluation.
4. Download and complete the forms linked below. Send the Dual Enrollment Agreement form to your school counselor for review and signature. Send the Residency Verification and Registration forms directly to dualenrollment@tcl.edu. **You must use your TCL student email account to send the forms to TCL's Dual Enrollment staff; click hereto view instructions for activating your TCL account.**
   1. Dual Enrollment Agreement https://www.tcl.edu/wp-content/uploads/26-27-Agreement-Form.pdf
   2. Residency Verification https://www.tcl.edu/wp-content/uploads/Dependent-Res-10-30-24-1.pdf
   3. FERPA https://www.tcl.edu/student-services/student-records/student-record-forms/
   4. Registration form https://www.tcl.edu/wp-content/uploads/26-27-Registration-Form-1.pdf
5. Submit your course requests via email to dualenrollment@tcl.edu for processing before the registration deadline.
   ***If your high school holds an earlier registration deadline than TCL's posted deadline, TCL's Dual Enrollment staff will defer to your school's deadline.**
6. Register for Dual Enrollment Orientation here. https://www.tcl.edu/ecco-college-credit/dual-new-student/

RETURNING DUAL ENROLLMENT STUDENT?

- Complete an updated copy of TCL's **Dual Enrollment Agreement** form and submit the form to **dualenrollment@tcl.edu**, along with your course requests, before the registration deadline.

Appendix B:

If you have any further questions, please contact:

Sara Cain
Assistant Director, Recruitment & Dual Enrollment
Technical College of the Lowcountry
Beaufort Mather Office - Moor Hall: 921 Ribaut Road, Beaufort, SC 29901
843-525-8212
New River Office: 100 Community College Drive, Bluffton, SC 29909
843-470-6046
Mailing: PO Box 1288, Beaufort, SC 29901
dualenrollment@tcl.edu | www.tcl.edu

Appendix C: Beaufort County School District Dual Enrollment Program
Pre-Registration Form

BCSD STUDENT AND PARENT AGREEMENT

The BCSD Dual Enrollment program is open to students in the BCSD who meet the admission/ eligibility criteria and agree to the BCSD guidelines and terms of agreement upon enrollment as outlined below.

Students may enroll in college courses and earn units of credit toward their high school diplomas through cooperative Dual Enrollment agreements with the Technical College of the Lowcountry (TCL). These agreements provide that three-semester hour college courses transfer as one unit of credit.

To be eligible to enroll in TCL's academic, college transfer, dual enrollment/credit courses, students must meet all criteria listed below:

a. Maintain a minimum 3.0 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript in compliance with S.C. Commission of Higher Education transfer requirements into academic programs.

b. An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.

c. **Eligibility will be based on multiple measures:**

   English 1 must be completed with a B average or higher.
   Students currently taking English 1 must provide a grade report reflecting a grade of B or above.
   Algebra 2 must be completed with a B average or higher. *(NOTE: ALG2 only required for mathematics or physical science courses)*

d. Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry to include TCL instructor approval for 9th grade applicants. *NOTE: BCSD freshmen students must meet the 90 percentile PSAT requirement in order to participate, per district guidelines.*

e. Be recommended by the school counselor and approved by the high school principal.

f. Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

To be eligible to enroll in TCL's Career & Technical Education (CTE) related Certificate Dual Enrollment Programs:

a) Students admitted to TCL's technical certificate program are encouraged to be enrolled in one or more BCSD high school Career & Technical related pathways if available at their feeder high school.

b) An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.

c) Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry. (*NOTE: Per district guidelines, BCSD freshmen students must meet the 90 percentile PSAT requirement to participate).*

d) Be recommended by the school counselor and approved by the high school principal.

e) Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

f) Students shall hold a minimum GPA of 2.5 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript. If TCL technical certificate courses are also listed under college transfer courses, then students must satisfy additional multiple measures to meet pre-requisites.

Please select the appropriate program:

- Technical College of the Lowcountry - TCL

BCSD Guidelines and Terms of Agreement

BCSD students who qualify and participate in the Dual Enrollment Program will do so with the full understanding of the expectations and requirements of "Dual Enrollment" opportunity, both financially and academically, by agreeing to the following:

1. The student and parent/guardian will be responsible for all fees charged beyond the initial fees paid by the Beaufort County School District at the time of the registration.

    a. If a student desires to **retake** any course regardless of the grade, it will be at the student and parent expense.
    b. Prior to withdrawing from a course, the student must meet with their school counselor. Students who swap or drop a dual enrollment course at TCL must do so **prior** to the midterm date for each semester. After meeting with the school counselor, the student will email the instructor and copy the school counselor. The student/parent will be responsible for all tuition and fees for courses dropped after the swap/drop date.
    c. *The student is responsible for maintaining active enrollment in at least **two** TCL courses per semester to maintain "lottery" and "dual fee waiver" eligibility.*
    d. *If the student drops or withdraws from a class leaving only **one** active class, the student/parent is responsible for all tuition and fees for **both** classes (including textbooks) that were originally paid by the school district at the time of registration. Any new fees generated by a reversal of SC Lottery funds caused by the drop or withdrawal, is the student/parent responsibility.*

2. Textbooks and other required school fees will be provided by the Beaufort County School District at no charge. If the student does not return the textbook at the end of the course or chooses to keep the book, the student will be charged the full cost of a new replacement textbook. The student is also required to repay textbook fees if the course is dropped, and the textbook is not returned.

3. Grading: students who drop a dual enrollment course should do so prior to the published date of each semester's mid-term. A grade of W (not WP or WF), awarded to students that drop **prior to** the published mid-term date will be interpreted and recorded on the BCSD transcript as a WP. A grade of W, awarded to students that drop **after** the published mid-term date, will be interpreted and recorded on the BCSD transcript as a WF (50).

4. By entering the Dual Enrollment Program, students understand and agree that **all** course grades will be posted both on their high school transcript and their college transcript. **This includes failing grades, or any grades given under a W, WP, WF, or I designation.** Grades will be entered on their high school transcript noting that they are part of dual enrollment and will receive **"IB/AP/Cambridge"** weight in GPA calculation.

5. If a student receives a final grade of D or F in a dual enrollment course, the student **will not be allowed to continue in the Dual Enrollment program for a minimum of one semester.** After one semester, the principal or designee will review the student's academic record, attendance, and discipline to determine eligibility for the student to re-enroll in the program. Upon receipt of the student's final grade report for the semester, the school counselor will review and notify the parents/guardian in writing that the student has been disenrolled from the program because of poor academic performance (final grade of D or F). The school counselor will notify the dual enrollment coordinator at the Technical College of the Lowcountry and/or the University of South Carolina Beaufort when a student has been disenrolled from the program. If a student is approved to re-enroll in the program, he/she will only be allowed to enroll in only two courses.

6. The legal parent/guardian of the Dual Enrollment student is **NOT** allowed any information or notification concerning tardiness or absences from college classes due to Federal and State of South Carolina Family Education Right to Privacy Act (FERPA) laws unless a Waiver Form has been signed by the student granting the parents access to his/her records. Dual Enrollment students are treated and have the same high expectations as any other college student on the TCL Campus.

By signing, I acknowledge that I have read the Dual Enrollment Procedures Guide, fully understand and agree to the terms of participation in the Dual Enrollment Program as outlined above:

Student's Signature_____Date_____

Parent/Guardian's Signature _____Date_____

School Counselor's Signature _____Date_____

Principal's Signature _____Date_____

Include a signed copy of this agreement to:
Student/Parent
Student's A9

Appendix D:

Beaufort County School District
Dual Enrollment Program
Student Driver Parental Permission Form for Dual Enrollment Courses

TO BE COMPLETED BY THE HIGH SCHOOL DUAL ENROLLMENT COORDINATOR

Semester: College/University: TCL
Depart Time:
Return Time:
Drop off/Pick-Up:
Destination address:
TCL/USCB Dual Enrollment Coordinator:
TCL/USCB Dual Enrollment Coordinator's Phone # (s):

TO BE COMPLETED BY THE STUDENT/PARENT(S) OR GUARDIAN:

Student Driver Information

Student Name: _____
Last Name First Name Middle Initial

Dual Credit Course(s): _____

Dual Credit Course(s): _____

Dual Credit Course(s): _____

Driver License#: _____ Issuing State: _____

Dual Enrollment Coordinator's Name: _____ Phone: _____

Student Home Address: _____
Student's Home & Cell Phone#: _____

Parent/Guardian Emergency Contact Name: _____

Parent/Guardian Phone#: _____
Student's Vehicle Information

Year: _____ Color:_____ Auto Make: _____Model: _____

License Plate Number: _____ State: _____

Appendix E: Student Driver Parental Consent & Release Form

BACKGROUND

My child, _____, has permission to drive to the _____ (TCL or USCB) to take dual enrollment classes during _____ (semester) for the following period _____ until _____. I understand that this activity involves travel to and from the following site(s):

1. _____
2. _____
3. _____
4. _____

CONDUCT DURING ACTIVITY & EMERGENCY MEDICAL TREATMENT

I understand that my child's participation in the Dual Enrollment Program is a privilege and not a right. I acknowledge that I have spoken with my child about complying with the specific rules and requirements established for the Dual Enrollment Program, all Beaufort County School District ("District") policies and procedures, the rules of conduct set forth in the District Student Code of Conduct, and state and federal regulations and laws. I understand that all District rules and policies apply to my child while enrolled in dual enrollment courses taken on the campus of _____ (TCL or USCB). I also understand that my child may receive emergency medical treatment in case of injury or illness.

TRANSPORTATION PERMISSION AND WAIVER

I understand the District's insurance does not cover damages arising from, or related to, the operation of any private vehicle, failure to follow the directed driving route or any personal negligence related to this activity. Any damages/harm resulting from a parent/guardian/or student driver, including but not limited to property damage, personal injury, and/or death, arising from the operation of a motor vehicle in relation to the above listed activity, is hereby waived.

SIGNATURES

I confirm that I have carefully read this CONSENT AND RELEASE and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the student listed above.

I have signed this CONSENT AND RELEASE this _____ day of _____, 20_____

_____ _____
Student's signature Date

_____ _____
Signature of Student's Parent or Legal Guardian Date